



PERFORMANCE AGREEMENT

**MADE AND ENTERED INTO BY AND
BETWEEN:**

NGQUSHWA LOCAL MUNICIPALITY

AS REPRESENTED BY

MR. NDODA MGENGO

MUNICIPAL MANAGER

AND

MRS. KHULULWA NOTSHULWANA

DIRECTOR CORPORATE SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

**FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE
2025**

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ENTERED INTO BY AND BETWEEN:

The Ngqushwa Municipality herein represented by **MR. NDODA MGENGO** in his capacity as the Municipal Manager (hereinafter referred to as the **Employer**)

and

MRS KHULULWA NOTSHULWANA; the Corporate Services Director of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires to conclude an annual Performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1)(b), (4B) and (5) of the Act as well as the employment contract entered into by between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountability as set out in a performance plan, which forms an annexure to the Performance Agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

DIRECTOR CORPORATE SERVICES PERFORMANCE AGREEMENT 2024/2025 (NGQUSHWA LOCAL MUNICIPALITY)

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2024** and will remain in force until **30 JUNE 2025** thereafter a new Performance Agreement; Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement in each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The performance Plan (Annexure A) sets out-
 - 4.1.1 the performance objectives and targets that must be met by the **Employee**;
 - and
 - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

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5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consists of two components, both of which shall be contained in the Performance Agreement.

5.5.1 The **Employee** will be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.

5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

- 5.6 The **Employee's** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings below agreed to between the **Employer** and the **Employee**:

Key Performance Areas (KPA's)	Weighting
Quality Basic Services and Infrastructure Development	10%
Institutional Development and Design	50%
Local Economic Development and Spatial Planning	10%
Financial Viability and Management	15%
Good Governance and Public Participation	15%
Total	100%

- 5.7 Key performance areas related to the functional area of the **Employee** will be subject to negotiation between the **Employer** and the **Employee**.

- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job will be selected (✓) from the list below as agreed to between **Employer** and **Employee**. Three of the CCRs are compulsory for Managers directly accountable to Municipal Managers:

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Core Competency Requirements for Managers (CCR)		Indicate Choice: Select Yes/No	Weight
Core Managerial Competencies			
CCR1	Strategic Capability and Leadership	Yes	15%
CCR2	Programme and Project Management	Yes	5%
CCR3	Financial Management	Compulsory	10%
CCR4	Service Delivery Innovation	Yes	5%
CCR5	People Management and Empowerment	Compulsory	10%
CCR6	Client Orientation and Customer Focus	Compulsory	10%
CCR7	Communication	Yes	10%
CCR8	Risk Management	Yes	10%
CCR 9	Audit Action Plan	Yes	10%
Core Occupational Competencies			
CCR10	Interpretation of and implementation within the legislative and national policy framework	Yes	5%
CCR11	Knowledge of developmental local government	Yes	5%
CCR12	Knowledge of Performance Management and Reporting	Yes	5%
Total CCR Score			100

6. EVALUATING PERFORMANCE

6.1 The Municipality's Performance Management Framework sets out-

6.1.1 the standards and procedures for evaluating the Employee's performance; and

6.1.2 the intervals for the evaluation of the Employee's performance

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force

6.3 Personal growth and development needs identified during any performance review discussion will be documented in a Personal Development Plan as well as the actions agreed to and implementation will take place within set time frames.

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP

6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- a) Each KPA will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that have had to be performed under the KPA.
- b) An indicative rating on the five-point scale will be provided for each KPA.
- c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) will be used to add the scores and calculate a final KPA score.

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6.5.2 Assessment of the CCRs

- a) Each CCR will be assessed according to the extent to which the specified standards have been met.
- b) An indicative rating on the five-point scale will be provided for each CCR.
- c) This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- d) The applicable assessment rating calculator (refer to paragraph 6.5.1) will be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

An overall rating is calculated using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully Effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected of the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					

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1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	
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6.7 For purposes of evaluating the annual performance of the **Employee**, an evaluation panel constituted of the following persons shall be established -

- 6.7.1 Municipal Manager;
- 6.7.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee
- 6.7.3 Member of the Mayoral Committee or in respect of a plenary type municipality, another member of the Council; and
- 6.7.4 Municipal Manager from another municipality.

6.8 The manager responsible for Performance Management System of the municipality shall provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his Performance Agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September 2024
Second quarter	:	October – December 2024
Third quarter	:	January – March 2025
Fourth quarter	:	April – June 2025

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The **Employer** shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the **Employee**;

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- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the **Employee** such resources as the **Employee** may reasonable require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others-
 - 10.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 10.1.2 commitment of the **Employee** to implement or to give effect to a decision made by the **Employer**; and
 - 10.1.3 a substantial financial effect on the **Employer**.
- 10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 1% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 101% to 129% is awarded a performance bonus ranging from 1% to 5%; and
 - 11.2.2 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.3 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the **Employer** shall –
 - 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his performance; and
 - 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance,

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the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties.

12. DISPUTE RESOLUTION

12.1 Any dispute about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the Agreement, must be mediated by the Mayor within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

12.2 Any dispute about the outcome of the Employee's performance evaluation, must be mediated by a member of the Municipal Council, provided that such member was not part of the evaluation panel provided for in 6.8, within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

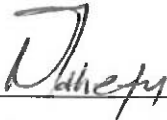
13. GENERAL

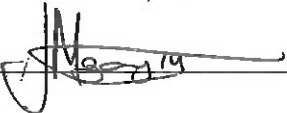
13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Ngqushwa Local Municipality on the 3rd day of July 2024

AS WITNESSES:


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2.  _____



EMPLOYEE

AS WITNESSES:

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MUNICIPAL MANAGER

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ANNEXURE B: PERSONAL DEVELOPMENT PLAN – PDP

NGQUSHWA LOCAL MUNICIPALITY – PERFORMANCE AGREEMENT ANNEXURE B

PERSONAL DEVELOPMENT PLAN 2024/2024

Full Names : KHULULWA NOTSHULWANA

Employee Number :

Position : Director Corporate Services

KPA : Institutional Development and Design

Supervisor's Name : MR.NDODA MGENGO

Job Purpose : To ensure the provision of high level systems and services for all administrative functions within Ngqushwa Local Municipality's Corporate Services Department.

Table 1: Areas of Development and Formal Training

#	SKILLS PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	SUGGESTED TIMEFRAME	SUPPORT PERSON
1.	Excel	Proficiency in Excel.	Short Course	2024/2025	MM
2.	Project Manager	To develop advanced project manager skills.	Short Course	2024/2025	MM
3.	Advanced Labour Relations	Advanced knowledge of labour related matters.	Short Course	2024/2025	MM

DIRECTOR CORPORATE SERVICES PERFORMANCE AGREEMENT 2024/2025 (NGQUSHWA LOCAL MUNICIPALITY)

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Table 2: Other

You may attend an awareness session, seminar, conference, understudying, on-the-job training within the year that will seek to address any of the areas of development or personal development needs.

#	NAME OF SESSION, SEMINAR, CONFERENCE	OBJECTIVE OF DEVELOPMENT	QUARTER TARGETED / PERIOD / TIMEFRAME
1.	National Records Management Seminar	Sound records management keeping practise	Quarter 1 of 2024/2025
2.	Annual Local Government PMS Seminar	To keep senior management and practitioners abreast of important developments in the arena of PMS.	Quarter 1 of 2024/2025

We, (Employee) and (Supervisor) agree that the above-mentioned areas for development and the type of intervention suggested would be engaged in to achieve objective/s for development. We also understand that due to the operational requirements and budget constraints of the Municipality (Department/division/unit), it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the quarter of the year as stated. There is also an understanding between us that areas of development could be identified throughout the year and that this may change the order of priority and type of intervention as stated in the plan.

Signature: (Employee)  Date: _____


Supervisor's Signature:  Date: 28/10/2024

ANNEXURE A - 2024/2025 PERFORMANCE PLAN

KPA 1: INSTITUTIONAL DEVELOPMENT AND DESIGN WEIGHT :20

Strategy	Objective	Key Performance Indicator	Annual Target	Budget	Baseline	Qtr. 1 Targets	Qtr.1 Evidence Required	Qtr.2 Targets	Qtr. 2 Evidence Required	Qtr.3 Targets	Qtr. 3 Evidence Required	Qtr.4 Targets	Qtr.4 Evidence Required	CUSTODIAN	KPI NO
To ensure continuous implementation of the municipal vision and mission through the Human Resource Management Plan, ensure an effective and efficient administration through systems that are aligned to the organization and by providing a secure ICT Infrastructure which delivers appropriate level of data confidentiality, integrity and availability and to strengthen communication with internal and external stakeholders by providing accurate, timeous and complete information about municipal policies and programmes	To ensure efficient management and administration of Municipal objectives, effective implementation of policies, training of staff, maintenance of discipline and promotion of sound labour relations by 2025	Review of 2024/25 Institutional organogram for 2025/2026 and submit to COGTA and Council by 30 June 2025	2025/2026 final reviewed Institutional organogram submitted to COGTA for comments and Council for approval by 30 June 2025		2024/2025 Organogram	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	Review of 2024/25 Institutional Organogram for 2025/26 by 31 March 2025	Draft reviewed 2025/2026 Institutional Organogram	Submit final reviewed 2025/26 Institutional Organogram to COGTA for comments and Council for approval by 30 June 2025	1. Final reviewed 2025/2026 Institutional Organogram 2. COGTA comments 3. Council resolution	Director Corporate Services	IDD 1
		Number of reports on Leave management and reconciliation compiled by 30 June 2025	Twelve(12) reports on leave management and reconciliation compiled by 30 June 2025	R0	Four Leave management and reconciliation reports submitted in 2023/2024	Quarter one (1) , three (3) Leave management and reconciliation compiled by 30 September 2024	Compiled and signed three(3) Leave management and reconciliation	Quarter Two (2) Three (3) Leave management and reconciliation compiled by 31 December 2024	Compiled and signed three(3) Leave management and reconciliation	Quarter three (3) Three (3) Leave management and reconciliation compiled by 31 March 2025	Compiled and signed three(3) Leave management and reconciliation	Quarter Four (3) Leave management and reconciliation compiled by 30 June 2025	Compiled and signed three(3) Leave management and reconciliation	Director Corporate Services	IDD 2
		Number of reports on status of Ngqushwa Job evaluation compiled by 30 June 2025	Two (2) quarterly reports on status of Ngqushwa Job evaluation compiled by 30 June 2025	R0	Four Job evaluation reports submitted in 2023/2024	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on the status of Ngqushwa job evaluation for quarter one of 2024/25 by 31 December 2024	1. Signed progress report on status of Ngqushwa Job Evaluation	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on the status of Ngqushwa job evaluation for quarter three of 2024/25 by 30 June 2025	1. Signed progress report on status of Ngqushwa Job Evaluation	Director Corporate Services	IDD 3
		Number of reports on implementation employment equity plan compiled by 30 June 2025	Two (2) reports on implementation of employment equity plan compiled by 30 June 2025	R0	Two Employment equity plan reports submitted in 2023/24	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on implementation of employment equity plan by 31 December 2024	1. Signed quarterly report on implementation of employment equity plan and signed employment equity plan	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on implementation of employment equity plan by 30 June 2025	1. Signed quarterly report on implementation of employment equity plan and signed employment equity plan	Director Corporate Services	IDD 4
		Number of reports on Section 56 and Middle Managers who qualify for the minimum level as prescribed by National Treasury compiled by 30 June 2025.	Two (2) reports on Section 56 and Middle Managers who qualify for the minimum level as prescribed by National Treasury compiled by 30 June 2025	R0	Two reports on employees qualify for minimum levels submitted 2023/2024	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on Section 56 and Middle Managers who qualifies for the minimum levels as prescribed by National Treasury by 31 December 2024	1. Signed quarterly report on Section 56 and Middle Managers who qualifies for the minimum level as prescribed by National Treasury	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on Section 56 and Middle Managers who qualifies for the minimum levels as prescribed by National Treasury by 30 June 2025	1. Signed quarterly report on Section 56 and Middle Managers who qualifies for the minimum level as prescribed by National Treasury	Director Corporate Services	IDD 5
		Number of reports on trainings conducted as per the approved WSP compiled by 30 June 2025	Two (2) quarterly reports on trainings conducted as per the approved WSP compiled by 30 June 2025	R1.168.433.00	Two WSP reports submitted in 2023/2024	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on training conducted as per the approved WSP by 31 December 2024	1. Report on training conducted as per the approved WSP and 2. Proof of attendance	No planned target for this quarter	No planned target for this quarter	Compile quarterly report on training conducted as per the approved WSP by 30 June 2025	1. Report on training conducted as per the approved WSP and 2. Proof of attendance	Director Corporate Services	IDD 6
		Number of reports on implementation Occupational Health & Safety (OHS) compiled by 30 June 2025	Four (4) reports on Implementation of Occupational Health & Safety compiled by 30 June 2025	R374.432.00	Four OHS reports submitted in 2023/24	Compile quarterly report on implementation of OHS by 30 September 2024	Signed quarterly report on implementation of OHS	Compile quarterly report on implementation of OHS by 31 December 2024	Signed quarterly report on implementation of OHS	Compile quarterly report on implementation of OHS by 31 March 2025	Signed quarterly report on implementation of OHS	Compile quarterly report on implementation of OHS by 30 June 2025	Signed quarterly report on implementation of OHS	Director Corporate Services	IDD 7
		Number of reports and plan developed on Employee Assistance Programme (EAP) and Wellness programmes conducted by 30 June 2025	Develop one employee Assistance Programme (EAP) plan and Conduct four Employee Assistance Program (EAP) and Wellness programmes by 30 June 2025		Four EAP and wellness reports submitted in 2023/2024	Develop employee Assistance Program (EAP) and Wellness plan and Conduct (one) quarterly EAP and wellness programmes by 30 September 2024	1. Signed employee Assistance Program (EAP) and Wellness plan 2. Signed quarterly report on EAP and wellness program organized and conducted 3. Wellness program Invitation ,agenda and attendance register	Conduct (one) quarterly EAP and wellness programme by 31 December 2024	1. Signed quarterly report on EAP and wellness program conducted 2. Wellness program Invitation ,agenda and attendance register	Conduct (one) quarterly EAP and wellness programme by 31 March 2025	1. Signed quarterly report on EAP and wellness program conducted 2. Wellness program Invitation ,agenda and attendance register	Conduct (one) quarterly EAP and wellness programme by 30 June 2025	1. Signed quarterly report on EAP and wellness program conducted 2. Wellness program Invitation ,agenda and attendance register	Director Corporate Services	IDD 8
		Number of Local Labour Forum (LLF) meetings convened by 30 June 2025	Four (4) Local Labour Forum (LLF) meetings convened by 30 June 2025	R0	Six LLF meetings convened in 2023/24	Convene one (1) LLF meeting by 30 September 2024	1. Signed notice of the LLF meeting 2. Agenda 3. Attendance register 4. Resolutions of the meeting 5. Minutes of the meeting	Convene one (1) LLF meeting by 31 December 2024	1. Signed notice of the LLF meeting 2. Agenda 3. Attendance register 4. Resolutions of the meeting 5. Minutes of the meeting	Convene one (1) LLF meeting by 31 March 2025	1. Signed notice of the LLF meeting 2. Agenda 3. Attendance register 4. Resolutions of the meeting 5. Minutes of the meeting	Convene one (1) LLF meeting by 30 June 2025	1. Signed notice of the LLF meeting 2. Agenda 3. Attendance register 4. Resolutions of the meeting 5. Minutes of the meeting	Director Corporate Services	IDD 9
To continuously ensure an effective and efficient administration through systems that are aligned to the organisation by 2025.	Number of reports on consolidated and updated Council resolutions register compiled by 30 June 2025	Four (4) reports on consolidated and updated Council resolutions register compiled by 30 June 2025	R0	Fours reports on Council resolutions submitted in 2023/24	Compile quarterly report on 2023/24 Quarter 4 consolidated and updated Council resolutions register by 30 September 2024	Signed quarterly report on Consolidated and updated Council resolutions register	Compile quarterly report on 2024/25 Quarter 1 consolidated and updated Council resolutions register by 31 December 2024	Signed quarterly report on Consolidated and updated Council resolutions register	Compile quarterly report on 2024/25 Quarter 2 consolidated and updated Council resolutions register by 31 March 2025	Signed quarterly report on Consolidated and updated Council resolutions register	Compile quarterly report on 2024/25 Quarter 3 consolidated and updated Council resolutions register by 30 June 2025	Signed quarterly report on Consolidated and updated Council resolutions register	Director Corporate Services	IDD 10	
To ensure effective and efficient management of records by 2025	Number of reports on implementation of Records Management System compiled by 30 June 2025	Four (4) reports on implementation of Records Management system compiled by 30 June 2025	R0	Four records management reports submitted in 2023/34	Compile quarter one report on implementation of Records Management system by 30 September 2024	Signed quarterly report on implementation of Records Management System	Compile quarter two report on implementation of Records Management system by 31 December 2024	Signed quarterly report on implementation of Records Management System	Compile quarter three report on implementation of Records Management system (Records Management Policy, File Plan & Procedure Manual) by 31 March 2025	Signed quarterly report on implementation of Records Management System	Compile quarter four report on implementation of Records Management system by 30 June 2025	Signed quarterly report on implementation of Records Management System	Director Corporate Services	IDD 11	
To ensure effective, efficient and economical administration and utilization of Municipal resources on ongoing basis through systems and business process that are aligned to the organization by 2025.	Number of reports on implementation of fleet management plan compiled by 30 June 2025	Four (4) reports on implementation of fleet management plan compiled by 30 June 2025	R0	Four fleet management plan reports submitted in 2023/34	Compile quarter one report on implementation of fleet management plan by 30 September 2024	Signed quarterly report on implementation of fleet management plan and copy of signed fleet management plan	Compile quarterly two report on implementation of fleet management plan by 31 December 2024	Signed quarterly report on implementation of fleet management plan and copy of signed fleet management plan	Compile quarterly three report on implementation of fleet management plan by 31 March 2025	Signed quarterly report on implementation of fleet management plan and copy of signed fleet management plan	Compile quarterly three report on implementation of fleet management plan by 30 June 2025	Signed quarterly report on implementation of fleet management plan and copy of signed fleet management plan	Director Corporate Services	IDD 12	

To provide a secure ICT infrastructure which delivers appropriate level of data confidentiality, integrity and availability by 2025	Number of reports on implementation of ICT Strategy and Governance Framework compiled by 30 June 2025	Four(4)quarterly reports on implementation of ICT Strategy and Governance Framework compiled by 30 June 2025	R0	Four ICT strategy and Governance reports submitted in 2023/24	Compile quarterly report on implementation of ICT Strategy and Governance Framework by 30 September 2024	1.Signed quarterly report on implementation of ICT Strategy and Governance Framework.	Compile quarterly report on implementation of ICT Strategy and Governance Framework by 31 December 2024	1.Signed quarterly report on implementation of ICT Strategy and Governance Framework.	Compile quarterly report on implementation of ICT Strategy and Governance Framework by 31 March 2025	Signed quarterly report on implementation of ICT Strategy and Governance Framework.	Compile quarterly report on implementation of ICT Strategy and Governance Framework by 30 June 2025	Signed quarterly report on implementation of ICT Strategy and Governance Framework.	Director Corporate Services	IDD 13
To strengthen communication with Internal and external stakeholders by providing accurate, timeous, and complete information about municipal policies and programmes by 2025	Number of reports on implementation of Communication Action Plan programmes compiled by 30 June 2025	Four reports on implementation of the Communication Action Plan programmes compiled by 30 June 2025	R707.536	2023/24 Communication Action Plan	Compile quarterly report on implementation of the Communication Action Plan programmes by 30 September 2024	1.Signed quarterly report on implementation of the communication action plan programmes . 2.Signed proof of communication action plan	Compile quarterly report on implementation of the Communication Action Plan programmes by 31 December 2024	1.Signed quarterly report on implementation of the communication action plan programmes . 2.Signed proof of communication action plan	Compile quarterly report on implementation of the Communication Action Plan programmes by 31 March 2025	1.Signed quarterly report on implementation of the communication action plan programmes . 2.Signed proof of communication action plan	Compile quarterly report on implementation of the Communication Action Plan programme by 30 June 2025	1.Signed quarterly report on implementation of the communication action plan programmes . 2.Signed proof of communication action plan	Director Corporate Services	IDD 14
	Number of IGR meeting convened by 30 June 2025	Three(3) IGR meetings convened by 30 June 2025		New indicator	Convene one IGR meetings by 30 September 2024	1. Invitations 2. Agenda and attendance register 3. Minutes Resolutions of the meeting	Convene one IGR meetings by 31 December 2024	1. Invitations 2. Agenda and attendance register 3. Minutes and Resolutions of the meeting	No planned target for this quarter	No planned target for this quarter	Convene one IGR meeting by 30 June 2025	1. Invitations 2. Agenda and attendance register 3. Minutes and Resolutions of the meeting	Director Corporate Services	IDD 15
	Number of newsletters developed and published on website and municipal Facebook page by 30 June 2025	Two(2) Mid-term and Annual newsletters developed and published on website and municipal Facebook page by 30 June 2025		New indicator	No planned target for this quarter	No planned target for this quarter	Mid-term newsletter developed and published on website and municipal Facebook page by 31 December 2024	1. Copy of the Mid term newsletter 2. Proof of publication on website and municipal Facebook	No planned target for this quarter	No planned target for this quarter	Annual newsletter developed and published on website and municipal Facebook page by 30 June 2025.	1. Copy of the Mid term newsletter 2. Proof of publication on website and municipal Facebook	Director Corporate Services	IDD 16

Signed by  Khululwa Notshulwana
Director Corporate Services

Date: 25 July 2024